

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Recreation Start Smart Instructor (Seasonal) Revision Date: 02/06
EEO Function: Parks & Rec
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 50810

II Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Coordinator, organizes, supervises and instructs a start smart program and participants.

III Essential Duties:

- Research and prepare program materials.
- Organize and coordinate the start smart program.
- Take inventory of equipment and materials.
- Organize participants into groups for various skill stations.
- Create performance cues posters for each of the skill stations.
- Prepare and administer parent test at parent's information meeting.
- Ensure that children obtain a high level of achievement and success during the program.
- Set-up gymnasium for skill stations and other activities.
- Train and instruct parents and staff in proper procedures.
- Coordinate and organize class schedules and agenda.
- Ensure the safety of participants, staff and parents.

IV Marginal Duties:

- Report any program problems to a Recreation Coordinator.
- Make phone calls to participants for Recreation Coordinator.
- Receive telephone calls and walk-in public, directing parents and participants appropriately and responding directly to matters concerning a start smart program.
- Perform other duties as assigned.

V. Qualifications:

Experience: Some experience in job related activities and working with children (ages 3 to 6); must be 16 years of age or older.

License: Must possess a valid Utah Driver's License.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Games, sports, arts and crafts, storytelling, music; English usage, spelling, and vocabulary; general knowledge of first aid.

Responsibility for: The care, condition and use of materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people, such as; what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction.

Communication Skills: Communicate effectively verbally and in writing; establish and maintain effective working relationships with participants and parents; contacts requiring tact and judgement to avoid friction and obtain a desired result.

Tool, Machine, Equipment Operation: Regular use of program equipment, a copy machine and telephone; occasional use of a personal computer, and fax machine.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Generally comfortable working conditions, frequent work in coordinating, directing, and instructing start smart program; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to start a smart program, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 50 lbs.; requires day and/or evening work.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.